

14 November 1977

HUD Office of Personnel, Employment Planning and Standards Division, Ellie Coleman 755-5492.

Ms. Coleman says delegation runs from the Secretary to the Asst Secretary of Administration to (1) Director of Personnel at headquarters; (2) each of regional offices to assistant for administration to personnel director or to subordinate field officer (a few big ones such as San Francisco, Los Angeles, Detroit may have a classifier, but most do not classify, being too small); (3) area offices attached to each region.

Delegations now going through complete reorganization; Ms. Coleman won't know impact for two months or so at least, she says.

The Secretary has retained classification authority GS-16 through GS-18. In the Hq Personnel Office the Director of Personnel classification authority runs through GS-15 and Wage grades.

In the regional offices authority is through GS-15 for the region itself and the GS-13 through GS-15 positions in the areas.

In area offices, authority runs through GS-12, but each of these area officers (administrative staff) chiefs has to appear in the regional office to get written delegation.

Some regional chiefs do not delegate authorities to subordinates in regional offices.

Where there are delegations, decisions on jobs are final. In the past, delegations were by word of mouth, slips of paper, etc. Ms Coleman got all of them into a *MANUAL* of which there are no spares, but with a day's notice, she will be happy to xerox the 4 or 5 pages re delegations. She is very pleasant, eager to help, etc.

Her address where material can be obtained is 451 D St., S. W., Room 2170
(this is at 7th and D sts). She doesn't know of delegations through specific
grade levels to specific levels of classifiers.

John Johnston, Chief of Office of Personnel Mgt and Classification, Departmental Directorate of Personnel Management, Office of Secretary of Labor 523-6541

Johnston creates an impression of being a little too far above the arena, by being uncertain or unaware of exact data, titles of personnel organizations, reporting chains and channels. He speaks in very vague general terms, corrects his own erroneous information but adds to uncertainties while doing so.

He says, I think, delegation of classification authority is from Secretary of Labor to Asst Secretaries or equivalent levels who head the major agencies in the Department. In the field, Agency heads redelegate to Asst Regional Mgrs. of ~~A~~ Administrative Mgt. Some of these redelegate to Personnel Officers. Most of these Personnel Officers have authority at GS-14 and GS-15 levels, with the prior approval of the ~~A~~ Assistant for ~~A~~ Administration. In most cases, but not universally, classifiers at GS-12 have full authority to classify all jobs in line with the regulations of the particular agency concerned. Field jobs at 14 and 15 are classified at the Washington Agency level, with prior of the assistant for administration required.

In ^{the} Office of the Secretary, ^{of} Personnel Operations Services Staff classified ~~DA~~ in the Secretary's Office and a few small bureaus. Mr. Johnston's Office prior approval is required on GS-14's and GS-15's. GS-13's on down are classified by GS-12's and below, Johnston assumes, he says.

Aside from these 14 & 15 approvals, Johnston's office handles classification policy matters; appeals from program managers who are unhappy with regional managers decisions, and standards.

Johnston says the Secretary's delegation orders respecting personnel and classification authority are available by calling Mr. William Roland, 523-6563.

Department of Interior/Office of Secretary/Asst Secy for Planning, Policy and Budget/Office of Personnel Mgt - Mrs. Bernie Struhs 343-7650

Classification authority usually is delegated from Secy to Bureau Director to Personnel Officer to classification component. In that component, depending on size, there might be a GS-13 personnel officer with GS-12 or less position classifiers; some components have GS-14 personnel officers with GS-13 supervisory classifiers supported by 12's, 11's, 9's. In field non-supervisory GS-09 through GS-12 ^{individuals} classify positions through GS-12, but 9's ^{with} ~~are~~ subject to close supervision and checking. Ms. Struhs says by and large most bureaus operate this way, though there may be some exceptions.

Field GS-13's and 14's not reporting to an Asst Secy or Bureau Directorate are classified in Bureau headquarters by GS-13 and GS-14 heads of the function.

All GS-15's and all jobs reporting to an Asst Secy or Bureau Directorate are reviewed by the GS-12-15 level in Ms. Struh's office. They are currently drafting regulations providing for review and final approval of jobs in GS-301 series and mixed series in Ms. Struh's office, but this may not see the light of day, since it is much opposed and she doesn't think her office is big enough to handle that load in addition to other duties, which include review of new or reorganized organizations.

Mrs. do not appeal position allocations, she says, but employees do, either to her office or CSC.

She has no paper or regulation to provide. The development of a current issuance is a special project assigned to only one person, a slow process.

Robert Jones 694-8757 a Civilian Personnel Officer, GS-12 in Office of Secy of Navy, Asst Secy for Manpower and Civilian Affairs, Office of Civilian Personnel

Jones' office establishes GS-15 positions and reviews GS-13 and 14 levels submitted to, Office of Civilian Personnel in Field Offices. He says at ^{some future} "one further point", ^{GS-} 15 establishment will be directed to Field Offices of the Office of Civilian Personnel. GS-12's and below delegation is through the chain of command to Commanding Officers at Navy Stations.

Jones' office functions include classifying personnel officers and acting for the Navy Secy on Classification Appeals, which are not numerous. The office' principal function is Navy policy guidance on position management matters, e.g. Production Engineering Guide.

Jones' office is at 227 Pomponio Plaza, 19th & N. Lynn (above Dart Drug).

Department of Transportation

Chief of Staff in Classification, Office of Secretary

Mr. Jim Lee 426-4075

Says: (Speaking for Office of Secretary)

Delegation runs from Secretary through Asst Secy of Administration and Departmental Director of Personnel and Training to the several Operating Administrations, such as Highways, Aviation, Coast Guard, Office of the Secy, etc., to the Head of Classification, who has the authority to classify through GS-15.

Position Classifiers GS-12 and up have authority to classify through GS-14. GS-15 authority is reserved to the Chief.

Mr. Lee says when classifiers or himself put the grade on a job, that is it. Of course, unhappy incumbents can appeal through internal channels to Departmental levels and the Commission.

Mr. Lee was speaking of the Office of the Secy, he says; there may be differences in the various operating administrations. He also says Field Officers have varying delegations, ranging from GS-12 and up.

(A time-consuming to compile 15-20 page order on classification could be compiled, taking sometime.)

A shorter xeroxed Dept order might be available on several hours or a day's notice and could be picked up at his office at 400 7th St., S.W., Washington, D.C.

~~GSA~~, Control Personnel Office Division, Mr. Bill Jones, a classifier GS-12 in one of 5 branches of the Division. Phone 566-0036

Each branch in the Division handles all personnel matters for one of 5 components of GSA, e.g. Federal Preparedness Agency, Building Services, National Archives, Federal Supply Service, Office of the Administrator.

The Branch Chief (called Personnel Officer) has classification authority through GS-15.

The Chief of Classification (in the Branch)(GS-13) has authority through GS-14.

Jym (GS-12) have authority 1 grade above their own grade. 12's and up are independent and their decisions stand. Below GS-12 classifiers recommend and higher levels allocate.

All proposed GS-15^s are run through the Division Director's Coordination Staff, who check the job for grade alignment with other branches and review the evaluation statement submitted. If they turn the ~~proposed~~ ^{proposal} down, Jones says they go "back to the drawing board; but the Branch Chief (Personnel Officer) can independently allocate ~~etc.~~ ^{the} job to GS-15 if he wants to "stick his neck out", notwithstanding the review of the Coordination Staff.

As to statements of delegations, Jones volunteered before I ever brought the matter up, that they are in a manual of delegations that it would "take Jesus Christ to read". He says every delegation to every job in every field of endeavor in GSA is written up in this compendium as big as all the FPM's together. He says it would be herculean to track down specific delegations therein.

~~SECRET~~
Department of Agriculture, Office of the Secretary, Frank Marx, Classification
Officer for the Department, 447-6104.

Marx says delegations are from the Secretary of Agriculture under 5 USC 51 to the Department Classification Office, where are approved all GS-14, and GS-15's in the Department, to the operating Agency heads who, per FPM Chapter 511, have classification authority through GS-13; to Field Offices of those Agencies who have Field offices, by Agency regulations, through GS-11; thence to subdivisions if any, to positions below 11, etc. down to lowest practical level. Classifier, GS-09 (almost non-existent) and above have signatory power up to the level delegated to the component, which Marx says in regional offices depends on the level of competence of the staff. Individuals do not get personally addressed copies of delegations.

Marx indicated the pertinent data is in a manual which he might show and discuss with us, but as far as giving us a copy, he "didn't know -- it's never been done" STATINTL
He countered with a request I tell him whether a [REDACTED] worked for CIA. I told him our phone books didn't show names. He said I should look him up in a control phone book and advise him 11/7/77 if [REDACTED] did work for us. STATINTL
him no satisfaction. He told me he wouldn't tell me his office number unless I STATINTL
told him whether [REDACTED] works for CIA. Marx says he knew [REDACTED] when
he worked in "investigation work" at CSC several years ago but doesn't know where
[REDACTED] is or works now.

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Sid Friedland, Chief, Position and Pay Management_x Branch, Military District of Washington, (MDW), DOD. 697-8338.

Friedland is one of four Branch Chiefs (others at Fort Myer, Forrestal Building and Hoffman Building) handling portion of MDW.

Friedland's area is all civilian Army below the Secretariat^f level in the Pentagon and some headquarters and related field support like Inspector General, Judge Advocate General, et al.

In Friedland's Branch (he is GS-13), field journeymen (GS-12) are delegated classification authority GS-15 and below, (GS-11) have full authority but with closer review and spotcheck, (GS-09) are limited to GS-05 & below and WG-9 and below.

Friedland sees all position upgrades, downgrades and denials of upgrading. He lets the Civilian Personnel Officer (GS-14) know in advance of any potential flaps.

The Director of Civilian Personnel, the next upward level, is GS-15.

Paper-wise, there is no appeal from Friedland Branch decisions (except by employees).

In fact, though, when classification decisions "step on general's toes", they may go directly to the 2 star commander of MDW or the 3 star Director of Army Staff under the Chief of Staff/Army. He has been in 3 "Management flaps" since July.

DOD Army Policy says his branch should be delegated authority GS-13 and below, but he^(Friedland) says the branch was doing 14's and 15's before the directive and, pointing out the higher numbers of 14's and 15's in the D.C. area, they were authorized to continue allocating 14's and 15's.

He is located in 1A909 Pentagon and can provide a pertinent administrative memo with an hour or so notice.

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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: ATTACHED IS A COMPILED OF DISCUSSIONS WITH OTHER GOV. AGENCIES ON DELEGATION OF CLASSIFICATION AUTHORITY HELD BY [REDACTED] THIS IS ANOTHER EXAMPLE OF WHY POSITION CLASSIFICATION, ETC. IS HELD IN SUCH LOW ESTEEM. OTHER AGENCIES DON'T KNOW WHAT THEY ARE DOING EITHER.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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Next 1 Page(s) In Document Exempt

LIBRARY OF CONGRESS REGULATIONS

LCR 2016-1

p. 1

Subject: Basic Policy, Procedures, and Authority for Classification Actions

Section 1. Purpose

This Regulation states the basic policy and procedures of the Library of Congress in accordance with the provisions of 5 U.S.C., Chapter 51.

Section 2. Provisions of 5 U.S.C., Chapter 51

A. Section 5101 of Chapter 51 states that:

"It is the purpose of this Chapter to provide a plan for classification of positions and for rates of basic compensation whereby--

"(1) in determining the rate of basic compensation which an employee will receive--

(A) the principle of equal pay for substantially equal work will be followed; and

(B) variations in rates of basic pay paid to different employees will be in proportion to substantial differences in the difficulty, responsibility, the qualifications requirements of the work performed and to the contributions of employees to efficiency and economy in the service . . ."

B. Section 5101 also provides that individual positions will be classified in accordance with standards published by the Civil Service Commission.

Section 3. Delegation of Position Classification Authority

A. Under the provisions of Title 5, U.S.C., Chapter 51, the Librarian has authority to classify positions through grade GS-15 by placing them in appropriate classes and grades. This authority is herein delegated to the Director of Personnel for positions at GS-15, and through him to the Placement and Classification Officer for positions through GS-14 and all wage board jobs.

B. Other than those identified by sub-section 3.C., below, classification of positions in grades GS-16, 17, and 18 require approval of the Librarian and the U.S. Civil Service Commission.

C. Under the provisions of the Legislative Reorganization Act of 1970 (Public Law 91-510), the Librarian has authority to classify certain GS-16, 17, and 18 positions in the Congressional Reference Service. This authority is delegated to the Director of Personnel subject to review by the Librarian.

(Supersedes September 24, 1970
issuance of LCR 2016-1)

February 2, 1972

Office of the Librarian

Section 4. Positions Not Subject to the Classification System

A. Positions in the Trades and Crafts. Positions in the trades and crafts which are excluded from the Classification system by law will be classified in accordance with Job Grading Standards issued by the Civil Service Commission.

B. Positions Financed by Gift, Trust and Revolving Funds. The Library will follow the same policies in allocating positions financed by gift, trust, and revolving funds as are followed for positions supported by appropriated funds, except that in the case of positions of a very temporary character, the Library will determine the rate of compensation.